

# Initial application form to join NAPIT

Energy Assessors for On Construction Dwellings



This application form is for individuals wishing to register as Accredited Energy Assessors in order to be able to issue Energy Performance Certificates for newly built residential buildings (On-Construction Dwellings) under the Energy Performance of Buildings (Certificates and Inspections) Regulations 2007. Please fill out this application form in CAPITAL LETTERS and using black ink and return with all required documents to:

**NAPIT Registration Limited, 4th Floor Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire NG19 8RL**

If you have any problems filling in this form please contact us on 0870 444 1392

Your personal contact details			
Title (Mr/Mrs/Miss/Ms/other)		Date of birth	
Surname		National Insurance No	
Forename(s)			
Building number or name			
Road name			
District			
Town			
County		Post code	
Home phone number		Mobile phone number	
Email address			

Your employment details (only for employment as an Energy Assessor)			
<input type="checkbox"/> Self employed	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Company	<input type="checkbox"/> Plc, Govt/Public Body
Company name (if applicable)		Position held	
Registration number (if applicable)		Employment start date	
Building number or name			
Road name			
District			
Town			
County		Post code	
Office phone number		Mobile phone number	
Email address			
Web site			

Public Registers		
Your name, scheme membership number and the status of your membership (live, suspended, withdrawn, or inactive) will be automatically made public. If you want contact details to be made public please indicate which details below:		
<input type="checkbox"/> Personal details	<input type="checkbox"/> Employer details	<input type="checkbox"/> No contact details to be publicised

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### Your insurance details

To register with NAPIT as an Energy Assessor for On Construction Dwellings you must provide details of current Professional Indemnity Insurance cover either in your personal name or in the name of your employer. The minimum acceptable level of cover is £250k, but it is your responsibility to ensure that the actual cover held is suitable to cover the work that you carry out.

Please complete the following details **and attach a copy of the insurance certificate to this application form.**

Insurance company		Policy number	
Prof. Indemnity Cover (£)		Policy expiry date	

### Your expected availability for Energy Performance Certification work

To support the Government's delivery of this legislation, we must supply them with estimates of the number of assessors and their availability to carry out certification work. It is recognised that the following answers are purely estimates and do not represent any commitment on your part.

Estimate of the proportion of your working time likely to be spent on EPC work (%)	
Estimate of the number of buildings likely to be certified per year	

### Your method(s) of reading building specifications

e.g. paper drawings, AutoCAD 2008

### Your qualifications details (Diploma or APEL)

To register with NAPIT as an Energy Assessor for On Construction Dwellings you must either hold a Diploma specific to newly built dwellings or demonstrate that you meet all of the competencies published in the National Occupation Standards for this activity by completing NAPIT's APEL Process (Accreditation by Prior Experience and Learning).

#### Details of Diploma (attach copy if held – otherwise complete the APEL section below):

Title of diploma		Awarding body	
Certificate number		Date of certificate	

#### APEL information (if no diploma held):

In order to satisfy the APEL requirements you must either be a member of a recognised professional body (see below) or undergo a NAPIT Professional Skills Assessment. You must also demonstrate that you hold at least one qualification with some relevance to building construction or energy assessment.

#### Details of Professional Skills Demonstration (see note above, attach evidence of membership):

Name of Professional Body			
Membership number		Date membership granted	
If you are not a member of a recognised professional body, tick here to undergo a Professional Skills Assessment and the documents will be sent to you by email			

#### Details of Relevant Qualifications Held (please list):

University / College etc	Qualification held	Date obtained	Indicate relevance to property construction or energy assessment

#### Please Support this application by attaching a current CV

NAPIT recognises the following professional bodies within the APEL process:-

- The Royal Incorporation of Architects in Scotland (RIAS)
- The Chartered Institute of Architectural Technologists (CIAT)
- The Chartered Institute of Building (CIOB)
- The Royal Institution of Chartered Surveyors (RICS)
- The Chartered Institution of Building Services Engineers (CIBSE)
- The Association of Building Engineers (ABE)
- The Royal Institute of British Architects (RIBA)
- Others (please indicate if you are a member of a body or organisation associated with property construction or energy assessment)

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### Your work experience details (APEL applicants only)

To register with NAPIT as an Energy Assessor through the APEL process you must demonstrate that are, or have recently been, active in the area of property design, construction or energy assessment. Please complete the list starting with the most recent position and covering at least the last two out of five years.

Dates	Job Title	Employer	Indicate relevance to property construction or energy assessment

### Your on-going learning records (APEL applicants only)

To register with NAPIT as an Energy Assessor through the APEL process you must demonstrate that you have an established routine for maintaining your knowledge. As a minimum, you should exhibit on-going learning from the last two years, although older on-going learning may be submitted where relevant. If you have a separate CPD record please attach it to this application and write "RECORD ATTACHED" in the table below, otherwise please provide brief details below.

Subject	Activity (e.g. course, conference, structured reading, video etc)	Indicate relevance to property construction or energy assessment	Indicate the hours learning value

### Your personal statement (APEL applicants only)

To register with NAPIT as an Energy Assessor you **must** complete a Personal Statement which illustrates how your experience, qualifications and lifelong learning meet the published **National Occupational Standards (NOS) for On Construction Domestic Energy Assessors** published by Asset Skills and available for download from the NAPIT website.

Please provide a short (no more than 500 words) statement on a separate sheet, and attach to the Application Form

**(Note: This statement is different to the Professional Skills Assessment, and has to be completed by all APEL applicants)**

### Next steps for the APEL process

NAPIT must ensure that you meet all elements of the **National Occupational Standards (NOS)**. We have designed an APEL process that matches evidence of competence to the NOS based on your statements above (and supporting attachments) plus the following activities:

#### Step One – Application Review

This form will be reviewed for suitability and any issues arising will be resolved with you before proceeding further.

#### Step Two – Distance Learning

You will be emailed access details to a web-based Distance Learning resource; this covers the use of the software and the key scheme requirements. Please log on to the system and work through the resource materials completely following the instructions provided. After this has been completed notify NAPIT to proceed with the scheme.

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### Step Three – On-Line Assessment

You will be provided with login details to access our secure on-line assessment. This comprises a series of multi-choice questions which will relate to the information provided in the Distance Learning and the general knowledge and understanding of the scheme that you are expected to have.

You will be provided with guidance regarding the time to set aside to attempt the assessment. Please carefully follow the on-screen instructions. The results of your assessment will be automatically forwarded to a NAPIT Verifier who will check their validity before issuing a confirmation of the result.

### Step Four – Submission of SAP/EPC Energy Assessments

You must submit five complete examples of energy assessments in support of your application. One of which will be based upon a real building, chosen by you, while the next four (case studies) are accessed via the Internet, calculated using the SAP 2005 software, and submitted to our APEL Assessor for review. Please note that both the On-line Assessment and the Case Study section run simultaneously, and can be completed in whichever order you feel necessary.

The 5 EPCs or SAP assessments will cover the following aspects of new home design:

- Different built forms which lead to differences in exposure, e.g. mid-floor flat (neither floor nor roof exposed), bungalow or house (both floor and roof exposed), maisonette with exposed upper floor (part of floor exposed)
- Different levels of element exposure, including elements exposed to heated and unheated spaces, and elements exposed to external conditions (e.g. home with integral garage, and/or room in the roof)
- Different types of water heating system, as a minimum including 1 boiler-based indirect systems with hot water storage, 2 combination boiler systems, 3 electric immersion heaters (on- and off-peak single and dual immersion types)
- Different types of primary heating system, as a minimum to include 1 boilers with radiators or under-floor heat distribution, 2 thermal stores, 3 electric storage heating, 4 community heating (with or without CHP)
- Presence and absence of secondary heating

### Validation of applicant ('fit and proper person' declarations & confirmation of identity (All applicants))

To register with NAPIT as an Energy Assessor for On Construction Dwellings you must supply **two** passport sized photographs (with your name written clearly on the back) with this application form and provide verification of your identity via a certified copy of your passport (photo page) or photo ID driving license (if you do not have one of these please contact us). You must also answer the following declarations and get a suitable person\* to countersign the application.

Please complete the following details **and attach photographs and a copy of your passport or photo ID driving licence.**

Indicate here if you have ever been found to be at fault as a result of disciplinary proceedings or customer complaint investigation by any Registration Scheme, Professional Body, Trade Association or similar organisation.	YES / NO
Indicate here if you have ever been refused membership of any Registration Scheme, Professional Body, Trade Association or similar organisation.	YES / NO
Indicate here if you have ever been suspended or removed from the membership of any Registration Scheme, Professional Body, Trade Association or similar organisation.	YES / NO

If you have answered YES to any of the above questions please provide details on a separate sheet indicating any mitigating circumstances that we should take into account in order to consider your application.

#### Declaration by person\* validating your application:

Forename(s)		Surname	
Profession		Contact phone number	
Name of Professional Body			
Membership number		Date membership granted	
<i>I certify that the details supplied in this application are factually correct, that the individual named as the applicant is known to me, that the copy of the identity document provided is a true copy of the original and that the photographs of the individual are a true likeness I also confirm that I have known this candidate in a professional capacity for two years or more and the information submitted for this application is a true reflection of the candidate's experience and qualifications.</i>			sign and date

\* The person signing this declaration must be a member of a relevant professional body (**See page 2**) who has known the candidate in a professional capacity for at least two years (e.g. employer, colleague)

## Energy Assessors – On Construction Dwellings

## Terms and conditions

<ol style="list-style-type: none"> <li>1. You must comply with any guidance provided by NAPIT and in particular the Code of Conduct for Energy Assessors, and the procedures relating to the production of Energy Performance Certificates.</li> <li>2. You must at all times preserve the reputation and integrity of the NAPIT Scheme. You must not engage in any activity or practice which may result in public criticism of NAPIT or our Approved Scheme.</li> <li>3. You must use best endeavours to promote awareness of NAPIT to customers and industry.</li> <li>4. This agreement may be terminated by immediate written notice to you if:             <ol style="list-style-type: none"> <li>a. you cease to participate in the Scheme, by failing to renew your membership with NAPIT, or your membership is either suspended or revoked;</li> <li>b. your employer (if applicable) goes into liquidation or an administrative receiver and manager or administrator is appointed for you or your assets or you enter into a voluntary arrangement with your creditors or suffer any similar insolvency process or process which affords you protection from your creditors;</li> <li>c. you commit a breach of this Agreement and, following our disciplinary processes, we conclude that this agreement should be withdrawn;</li> </ol> </li> <li>5. Your Membership fees are for a full 12 month period regardless of your trading status and are non-refundable.</li> </ol>	<ol style="list-style-type: none"> <li>6. Termination of this Agreement will not affect any existing rights and/or claims that we may have against you, and will not relieve you from fulfilling your obligations which accrued prior to termination.</li> <li>7. If for whatever reason this Agreement terminates, to protect the reputation of NAPIT and ensure its continued operation:             <ol style="list-style-type: none"> <li>a. you must immediately cease any use of our trademarks;</li> <li>b. you must not purport to be associated with the NAPIT Scheme and must not make negative comments about NAPIT, the NAPIT Scheme.</li> </ol> </li> <li>8. NAPIT may enjoy the benefit and enforce the terms of [this Agreement] [Clause 6] in accordance with the provisions of the Contracts (Rights of Third Parties) Act 1999.</li> <li>9. Please note that in signing this agreement you give permission to NAPIT to carry relevant checks and monitoring on your Energy Assessment activities as required by the NAPIT Scheme.</li> <li>10. Use of any software supplied under this agreement is exclusively limited to the NAPIT Scheme.</li> <li>11. NAPIT will handle your data in accordance with the Data Protection Act 1998. Data will be used for registration purposes and your details may be shared with central and local government departments or government appointed scheme operators if it is relevant to your status as an Accredited Energy Assessor. NAPIT Registration will share your data within the NAPIT Group of companies.</li> <li>12. By signing this licence you are confirming your agreement to the declarations listed below.</li> </ol>
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## Energy Assessor's declaration

<p>I certify to the best of my knowledge that all the information I have given in this form is correct at the time of its submission and I agree to notify NAPIT of any changes in writing. I understand that any inaccurate statement or omissions may disqualify me from registration with NAPIT.</p> <p>I confirm that I will continue to ensure that I am covered with appropriate professional indemnity insurance at all times.</p> <p>I agree to the use of my contact details as described in this document and recognise that specific information will enter the public domain.</p> <p>I confirm that I will carry out at least 5 working days of continuing professional development (CPD) each year.</p>	<p>I agree to abide by the NAPIT Code of Conduct for Energy Assessors. I agree to visit the NAPIT website on a regular basis to ensure that I make myself aware of any changes to the Code or other documentation provided.</p> <p>I understand that if I am applying for registration via the Accreditation of Prior Experience and Learning (APEL) that further assessments and activities must be completed as described in this document before I can be registered.</p> <p>If applying as a self-employed assessor I agree to pay all Energy Performance Certificate fees* arising (otherwise see employer declaration below).</p>
Applicant signature	Date

## Employer's declaration (if applicable)

<p>I confirm that the applicant is an employee of the company named in this document and agree that they will perform the duties of an Energy Assessor in accordance with NAPIT's requirements. I agree to ensure that they are covered by appropriate insurance including Public Liability, Employers Liability and Professional Indemnity.</p>	<p>I agree to pay all Energy Performance Certificate fees* arising</p>
Name	Position
Employer's signature	Date

\* The standard EPC fee will consist of a certification fee of £10 + VAT per building certificated and the National Lodgement Fee levied on NAPIT by *Landmark Solutions* which will be passed on at cost (currently £1.15 + VAT).

# Energy Assessors – On Construction Dwellings

Payment				
To register with NAPIT as an Energy Assessor payment must be provided in full with this application.				
Payment to be made by cheque or by credit/debit card				
Please tick the appropriate boxes to calculate your payment (all prices below are inclusive of VAT)				
	<input type="checkbox"/>	£339.25	(£295 + VAT)	*Annual membership fee (including software**)
	<input type="checkbox"/>	£224.25	(£195 + VAT)	APEL Fee (for existing software*** users)
	<input type="checkbox"/>	£339.25	(£295 + VAT)	APEL Fee (for new software users, from April 2008)
	<input type="checkbox"/>	£57.50	(£50 + VAT)	Professional Skills Assessment (if not a member of a professional body)
Total		£		
<p>* This fee will be refunded in the event that the application is unsuccessful.</p> <p>** The software supplied is Complete Picture SAP EPC Calculator, see website for further details.</p> <p>*** Existing software users includes all Complete Picture users licensed before April 2008</p>				
<b>Either</b>	I enclose a cheque made payable to <b>NAPIT REGISTRATION LIMITED</b> for			
	£			
<b>Or</b>	Please debit my MasterCard / Visa Card / Switch, Delta or Solo the sum of			
	£			
Card Number				
Expiry Date			Start Date (if shown)	
Security Code (3 digits on back)			Issue Number	
Card Holder's Signature				
Date				

**You can also make a payment by credit/debit card by calling NAPIT offices on 0870 444 1392**

Checklist			
Tick the boxes as appropriate to show you have enclosed the necessary items			
<input type="checkbox"/>	Insurance certificate (professional indemnity)	<input type="checkbox"/>	Continuing Professional Development Record
<input type="checkbox"/>	Evidence of Professional Body Membership	<input type="checkbox"/>	CV <b>and</b> other qualifications if applicable
<input type="checkbox"/>	2 passport sized photographs (name written on back)	<input type="checkbox"/>	Photo page from passport or photo ID drivers license
<input type="checkbox"/>	Personal Statement	<input type="checkbox"/>	Copy of Energy Assessor Diploma (if not APEL)
<input type="checkbox"/>	Page 4 validations countersigned	<input type="checkbox"/>	Page 5 declarations signed
<input type="checkbox"/>	Cheque to the above value enclosed..... OR	<input type="checkbox"/>	Card payment mandate above completed

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